

HR Specialist 40-50%

Zürich

Embotech is an award-winning software scale-up developing cutting edge autonomous driving technology and solutions for autonomous vehicles, with focus on private ground applications such as trucks at port terminals and passenger cars in factories. We are delivering safe autonomous transportation by leveraging the real-time optimization technology that we have been developing since 2013.

Our team is comprised of highly skilled employees with a passion for excellence and efficiency. We are looking for highly motivated people to help us solve one of the most complex challenges of tomorrow and take our company to the next level.

We are looking for a Human Resources Specialist. You will provide administrative support to employees in Zurich, Munich and Rotterdam, and play a key role in the smooth day-to-day running of the HR department. You will report directly to the HR Manager

Join us at Embotech for an exciting internship in a fast-growing company with attractive conditions and flexible hours. You'll be part of a dynamic and international team, working alongside highly skilled colleagues passionate about excellence and efficiency. We're looking for motivated individuals to help us tackle one of the world's most complex challenges and propel our company forward.

Responsibilities:

- **HR Administration:** maintain employees HR related files and records in electronic form, manage employee time tracking system, ensure compliance with labor regulations, manage onboarding & offboarding process
- **Recruitment:** manage recruiting process (job posting, applications review, employment contract establishment and work permits with swiss authorities)
- **HR program and policies:** Promote HR programs and conduct HR projects for reviewing and improving HR processes

Requirements:

- HR specialist certificate or equivalent further training
- First experience in HR
- Very good knowledge of Microsoft office package (Word, Excel, PowerPoint and Outlook) and experience with an HR Information System
- A good understanding and working experience of Swiss Employment law
- An open, positive, creative mind-set paired with a service-oriented personality and ability to in an international environment.
- Fluent in German and English



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